

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that [Pet's Name], a [Pet's Breed/Species], has received the FVRCPC vaccination on [Date of Vaccination]. This vaccination protects against feline viral rhinotracheitis, calicivirus, and panleukopenia, which are essential for the health and well-being of my pet.

Please find the vaccination record attached for your reference. Should you require any additional information or documentation, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]